

Due May 1, 2008

**Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319**

***Request for Iowa Four-Year College/University
Performance Assessment System Funds***

College/University name: Loras College
Program Contact Person Name: Scott Scheuerell, Ph.D.
Title: Assistant Professor of Education
Address: 1450 Alta Vista Street, Box 248 Dubuque, IA 52001
Telephone: 563-588-7201
Fax: 563-588-7821
E-Mail: Scott.Scheuerell@loras.edu
Business Office Contact Person: Name: Stephen Schmall
Title: Vice President Finance
Address: 1450 Alta Vista Street, Box 23 Dubuque, IA 52001
Telephone: 563-588-7109
Fax: 563-588-7964
E-mail: Stephen.Schmall@loras.edu

Statement of Assurances

Should a Performance Assessment System Award be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Use grant funds to supplement and not supplant funds from nonfederal sources.

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date

Please submit both electronically and hard copy to Barry Wilson, TOE Assessment Team Leader, Dept. of Ed. Psych. & Foundations, UNI, Cedar Falls, IA by May 1, 2008.

Process for Procuring Grant Funds:

1. Submit Grant Request Package; Postmarked by May 1, 2008

Grant Request Package Contents:

- Request for Performance Assessment System Funds Cover Page
- Action Plan
- Budget

2. Grant requests will be reviewed by the Assessment Committee, the Leadership Team, and the Iowa Department of Education.

3. Institution will be notified of a grant award by May 21, 2008

4. Contracts for awardees will be developed by the Iowa Department of Education upon notification to the IHE of the award.

5. It will take 30 days after the award notification for a contract to be executed and fully approved. This would be as per a June 1 notification.

6. Payments cannot be released until a contract is fully approved with all signatures.

7. Institutions should not incur costs before a contract is approved and plan accordingly.

8. To acquire each payment, an IHE must submit an invoice or letter with an original signature requesting funds. This is necessary for the release of each payment – fifty percent, forty percent, and final ten percent.

9. An Interim report must be submitted with an invoice by January 15, 2009. NOTE: an awardee will not receive the forty percent payment unless the Interim Report budget indicates that the first fifty percent has been spent.

10. A Final report must be submitted with an invoice by December 15, 2009

11. A report form or template is attached with this RFP. Please use it for the Interim and Final Reports. The form includes a narrative and budget.

The grant application and interim and final reports must be submitted electronically in addition to hard copy.

Criteria for Performance Assessment System Awards:

Grant funds are available for use by recipients for purposes including but not limited to faculty development and training, design or modification of performance tasks, procedures for assuring reliability and validity of assessments, database software or hardware to facilitate data management and reporting, and technical services including programming support.

Funds may be used for expenses such as: faculty release time, personnel for clerical work, travel, lodging and meals, consultants, hardware, and materials including software. Four year colleges or universities that receive significant numbers of transfer students from community colleges are encouraged to include funding for providing feedback to two-year institutions on the performance of their graduates.

I. Context

Describe current program including number of teaching candidates graduated per year and number of full-time and part-time faculty teaching education courses. Indicate any unique features of the program that will help reviewers better understand your assessment needs. If you received a previous assessment system award, attach a copy of your final report or summarize results of your first year of work.

Currently, the Loras Division of Education has eight full-time faculty and fifteen adjunct faculty members. The education program includes each of the following licensure areas: Elementary Education, Secondary Education, Instructional Strategist, and Early Childhood. In addition, there are many endorsement areas. There are about seventy-five education graduates in the program each year.

The Loras Division of Education previously received a TQE grant for the 2006-2007 and 2007-2008 academic years. As a result, the funding from the grant substantially helped the division of education begin the electronic assessment system with its students and faculty. Beginning in August 2006, several members of the faculty attended a professional development workshop on how to utilize the Live Text assessment system. In addition, a Live Text administrator was identified. The Live Text administrator built an electronic assessment system following a series of meetings with Education division faculty. The faculty came to a consensus to use the INTASC (Interstate New Teacher Assessment and Support Consortium) Standards as the basis for assessment in the Loras Division of Education. In addition, the faculty agreed students would submit artifacts which demonstrated their ability to meet the INTASC standards at the introductory, intermediate, and professional phases of the program. The faculty also developed a “matrix” which identified which faculty in the elementary and secondary programs would be responsible for assessing students at each phase of the program-on each INTASC standard. Consequently, the identified faculty members then identified specific assignments which students would participate in which would serve as artifacts for the Live Text assessment system.

Education students each semester have been given a Live Text account. The Live Text accounts were purchased by funds from the previous TQE grant. In addition, the Live Text administrator has gone into the Introduction to Reflective Teaching course each semester to train students how to do the following: 1) activate a Live Text portfolio account, 2) upload artifacts into the Live Text portfolio, 3) write reflections, and 4) submit their portfolio electronically to their professor for review. The Live Text administrator has also spoken to the students about the rationale for the Live Text electronic assessment system.

Meanwhile, the Live Text administrator has been training faculty how to electronically assess the artifacts submitted by students. In addition, the Live Text administrator has shown faculty the administrator account where all of the data is kept. Therefore, members of the faculty have been able to see the “big picture”. Throughout the two years of the grant, faculty have participated in various professional development sessions-sometimes at departmental meetings and sometimes individually on a case-by-case basis.

Finally, two student teachers have been participating in a pilot program utilizing digital video as artifacts. Our goal is to have two Live Text portfolios-one elementary and one secondary-which we can show our student teachers next year. As a result, we hope to have each of our student teachers next year utilizing digital video segments to feature how they are meeting various INTASC standards. Ultimately, the digital video will serve as a significant artifact since the student teachers can demonstrate their skill set on various INTASC standards including areas such as using a variety of teaching strategies and classroom management.

II. Project Narrative (1-2 pages describing how you will use the funds) *A synopsis of the project narrative will be reflected in the Action Plan. Be sure that what you request in the new award is distinct from what was requested in any earlier TQE award. Your timeline for grant activity should not extend beyond December 15, 2009.*

Due to the previous TQE grant, we feel like we have a great deal of momentum towards creating a distinctive electronic system which will result in better teacher preparation and help our division faculty make decisions based on data. However, we are at a critical point in our development of the Live Text system. Finances are needed to help us maintain and sustain what we have started on our campus.

Currently, sophomores and juniors in the division of education have Live Text electronic portfolios. However, we will have two new classes of education students who will need electronic portfolio accounts. The financing to purchase accounts for these students is vital for us to maintain the momentum we have created in our division.

Perhaps the biggest challenge, yet most exciting part of our initiative will be the utilization of Live Text for our student teachers. During the prior two years, the only education students using Live Text were our students prior to student teaching. However, these students will be student teaching next year. Therefore, we would like these students to utilize digital video segments as artifacts demonstrating their ability to meet various INTASC standards. Our rationale is that the students have been doing various artifacts prior to student teaching such as lesson planning and classroom management plans. Consequently, the next logical step is to have them actually demonstrate their ability to effectively teach their lesson plan and successfully manage a classroom. Digital video can capture this in the classrooms that are student teachers are placed in and will serve as excellent artifacts-far better than any paper or Power Point can. In order to make this happen, we are requesting finances to purchase digital video cameras. These video cameras are needed since there will be approximately seventy-five student teachers each year utilizing the digital video technology in our student teacher program.

Finally, ongoing professional development is critical for us to maintain and sustain the momentum behind our electronic assessment system. The need to train new faculty, both full-time and adjunct, is critical and time consuming. In addition, issues of reliability and validity need to be discussed with faculty. Therefore, the grant proposal identifies funding for a Live Text administrator who will be responsible for professional development of Loras Division of Education faculty. The proposal also allocates money for the Live Text administrator to attend one national conference pertaining to electronic assessment systems. The identified Live Text administrator will then be responsible for sharing insights gathered at the national conference with faculty in the education division at Loras.

III. Action Plan –

Goal	Objectives	Action Steps	Person(s) Responsible	Timeline	Budget Request
Loras College Division of Education faculty will train education students how to use the Live Text electronic portfolio system.	Education students at Loras will be taught the following during their introductory phase of the education program: 1) how to access the portfolio, 2) how to upload artifacts, and 3) how to write reflections relating to their artifacts	Education students will be trained how to use the Live Text electronic portfolio system in the Foundations of American Education course.	The Live Text administrator will train education students how to utilize the Live Text portfolio system.	Education students will be trained how to utilize the Live Text portfolio system during the 2008-2009 and 2009-2010 academic years.	\$89 per student license times 85 students times two years. Total equals: \$15,130.
Education students will utilize digital video artifacts to demonstrate whether they are meeting the INTASC (Interstate New Teacher Assessment and Support Consortium) Standards.	Loras College Education students will capture video segments of themselves teaching demonstrating whether they can meet the following INTASC standards: 1) using a variety of instructional strategies, 2) multiple intelligences, and 3) classroom management.	Education students will attend a workshop where they will learn how to use a digital video camera to capture segments of them teaching and how to upload the video into the Live Text portfolio as an artifact demonstrating their ability to meet various INTASC standards.	The Live Text administrator will lead a workshop where Education students will learn how to successfully use digital video segments to feature whether they are meeting the INTASC standards.	Student teachers at Loras will participate in a digital video/Live Text workshop during the first month of their student teaching experience.	\$290 per digital video camera times 3 equals \$870. Please note this price includes the cost for a Sony DCR HC 52 digital video camera and accessories including a fire wire cable. In addition, a tripod and carrying case for each camera. Video tapes are also included in the cost.
Education faculty at Loras will participate in professional development sessions to learn how to	Faculty in the Loras Division of Education will be able to do the following: 1) identify artifacts	Division of Education faculty at Loras will participate in professional development sessions. In	The Live Text administrator will provide specific professional development sessions and	At the beginning of each semester, the Live Text administrator will provide professional	\$1,500 for the Live Text administrator times two years equaling \$3,000. In addition,

build and maintain the electronic Live Text assessment system.	which students will complete to meet the various INTASC standards, 2) assess artifacts submitted electronically by students, and 3) assess artifacts considering reliability and validity.	particular, the following groups of faculty have the greatest need for professional development: 1) new faculty in the division, 2) adjunct faculty who will be teaching special methods courses in the secondary education program, and 3) supervisors of student teachers.	informal professional development as needed individually to faculty in the division.	development to Education faculty and throughout the semester individually as needed. In addition, he will provide a workshop session for student teachers at the end of each semester to transform their portfolio from an assessment system to showcase portfolio as they prepare for interviews.	\$1,000 for the Live Text administrator to attend a national conference to grow professionally on issues related to electronic portfolio systems. The Live Text administrator will share insights with faculty at Loras. The stipend will cover registration, travel, food, and lodging.

IV. Sustainability Plan. *Write a clear succinct plan (1 to 3 pages max) for how the work will continue to fully meet the requirements of Chapter 79 for assessment systems. Describe how your institution plans to sustain the performance assessment system when TQE grant support is no longer available. Some considerations you may want to address include plans to finance sustainability and the capacity you have to sustain the work you have completed.*

If approved, the grant funding will help us to maintain and sustain an electronic assessment system which will fulfill the requirements of Chapter 79 for assessment systems. The Live Text assessment designed in our education division will provide the necessary data related to teacher preparation performance. In addition, the artifacts will be collected and assessed electronically by education faculty at Loras. Most importantly, faculty will be able to make decisions based on data. Therefore, decisions will be made which will increase the quality of the teacher preparation program at Loras College.

The Division of Education is at a critical point in the development of the electronic assessment system. During the past two years, the infrastructure has been built and stakeholders have been identified to get the assessment system going. However, there is a substantial need for the resources to maintain and grow what we have started. As mentioned previously, there will be a new group of education students during the next couple of years. Each of these students will need Live Text accounts which funding from the grant can provide. In addition, funding is necessary to finance the purchase of digital video cameras which can be utilized to document whether our student teachers are meeting various INTASC standards.

This feature will be a distinctive element of our electronic assessment system and will give us a clearer picture on whether our students truly are developing the skill set necessary to succeed in the classroom by fulfilling the national teaching standards (INTASC).

The future sustainability will depend greatly on financing from the TQE grant. By receiving the necessary funds over the next year and a half, our division will be much better suited to sustain what we have started once funding is no longer available. Our fear is that we will have a difficult time maintaining what we have started just a couple of years ago without the necessary TQE grant at this critical juncture in our electronic assessment program.

In summary, the TQE grant will help Loras better prepare education students. The identified artifacts submitted by students will demonstrate whether they are meeting the appropriate teaching standards. We will also be able to analyze data to make more informed decisions and to show the Iowa Department of Education data when our program comes up for review.

V. Budget Requests

Personnel		
Wages	\$1,500 x 2 years = \$3,000 total	
Expenses (Travel, Meals, Lodging)		
Professional Services/Professional Development		
Fees		
Expenses (Mileage, Meals, Lodging, Room Rental)	\$1,000 to attend a national conference on electronic assessment systems	
Software	85 students @ \$89 per student=\$7,565 x 2 years = \$15,130 for Live Text accounts plus \$290 per digital video camera x 3 digital video cameras = \$870 \$15, 130/Live Text accounts plus \$870/digital video cameras = \$16,000	

Hardware		
Supplies and Materials		
Phone/Mail		
Other – specify:		
Other – specify:		
Total	20,000	

VI. Budget Narrative: *Note that the objective of the grant is to bring all programs up to standard over the life of the grant. Funding this year will be made up to \$20,000. To receive the maximum award, your proposal should demonstrate either great need or great complexity/size of program as well as prudent use of any previous awards and a clear plan for sustainability.*

As noted previously, the Division of Education at Loras fully utilized the previous TQE grant. The financing from the previous grant allowed our division to implement an electronic assessment system which would not have been possible without the financing. The financial assistance is a necessity for our program to build on the momentum we have in our program.

We are at a critical stage to grow our electronic assessment system which is distinctive from any other in the state of Iowa. Our program includes about 75 student teachers each year plus about 85 sophomores and 85 juniors. We feel like our program is big enough that we have many challenges to keep the momentum going yet small enough that we can pilot some innovative ideas which will lead to better teacher preparation. Our Live Text electronic assessment system is a central part of what we are trying to do to transform teacher preparation. In summary, funding from the TQE grant would help us build on what we have started at this point. Finances would provide electronic accounts for our students. In addition, professional development and purchases for more digital video cameras would help take us to where we want to go with our Live Text assessment system. As a result, we will be in a much better position two years from now to maintain what we have started without additional grant money.